Date

Name

Address

Dear Mr. John,

It is to notify you about the disciplinary action against you that will be in effect from 1st March, 20XX.

Since you have joined our organization, we have received complaints against you. We were giving you the benefit of doubt and wanted to investigate properly before taking any serious action. You have been under surveillance and have been often given warnings as well but in vain. Discussions and healthy arguments are more than welcome in our company, but you take everything personally and fight with your colleagues over minor issues.

Your physical flighting with Mr. Steven on 4th February 20XX, triggered us to form a disciplinary committee, which has decided to demote you from your current managerial position to the position of Assistant Manager. However, if you will not change your unprofessional behavior, next time, you will be immediately terminated, even if we receive one more complaint.

We hope you understand the repercussions and will work on yourself and change your habit. If we observe better behavior over the next year, we will consider promoting you back to your position.

Regards,

Emily Wilson.